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## GOVERNMENT PRINTING HISTORY

- 1895 Basic printing laws and regulations
- 1905–1922 Tightening of laws and GPO legislative control of printing
- Pre-1923 Appropriation of printing funds to Public Printer, earmarked for Departments
- 1923–1932 Printing appropriation to Department in central fund
- 1933–1939 Central fund and separate authorization to new agencies in Department
- 1940–1949 Consolidation of some printing funds in 1940 into central appropriation
- 1950 Lifting of specific limitation which decentralized printing funds

# PROGRESS OF PRINTING CONTROLS

1895

Control through specific limitation on unified appropriation

1950

Budget and  
Fiscal Control

Regulatory  
Controls

Consolidation of printing and duplicating and bureau justification of printing as program expense

Probable effort to work out guides and standards

Budget reporting on operations

All printing at G.P.O. or as J.C.P. approves

Other legal limitations  
J.C.P. regulations and reporting

Budget bureau or  
G.S.A. rules

Legislative scrutiny



# 1950 PRINTING CHANGES

## *Change*

Printing definition

Method of appropriation and budget  
justification

Fiscal control

Forms purchase and stocking meth-  
ods if more economical

# 1950 PRINTING CHANGES

## *No Change*

Printing laws, regulations, controls

Department publication policies

Department printing policies

Department distribution policies

Department forms management

Responsibility of Secretary and  
Director of Information

Duties of Director of Information -  
(except fiscal)



# NEW PRINTING MEASURES

## *Budget and Fiscal*

Elimination of central printing funds

Elimination of printing limitation

Extension of object class to include  
contract and reimbursable duplicating

Separate reporting on "old concept"  
printing and duplicating

Shift of emphasis to cost of reproduction considering all factors and  
J.C.P. Regulations

# NEW PRINTING MEASURES

## *Expanded Regulatory Control*

Semi-annual reporting on plant operations and field printing through Secretary.

Clearance of purchase and disposal of plant equipment through Secretary.

Annual inventory report.

Annual obligation report on field printing and request for next year.

Shifting and tightened controls by J.C.P.

# GOVERNMENT PRINTING AND BINDING

*Elements of Government printing and binding:*

1. All printing must be secured at, through, or on waiver from the Government Printing Office (44USC111), except field printing approved by J.C.P.

2. Regulations of J.C.P. on Washington plant, field printing, distribution, mailing lists, etc., and general authority of J.C.P. to prevent waste in printing.

3. Printing and binding must be authorized by law (31USC588).

4. Legislative scrutiny over Government printing, publications, and mailings.

# NEWEST PRINTING LAW

*P. L. 156 with deletions and additions marked*

All printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary (other than the Supreme Court of the United States), and every executive department, independent office, and establishment of the Government, shall be done at the Government Printing Office, except (1) such classes of work as shall be deemed by the Joint Committee on Printing to be urgent or necessary to have done elsewhere [than in the District of Columbia for the exclusive work of any field service outside of said District]; and (2) *printing in field printing plants operated by any such executive department, independent office, or establishment from allotments for contract field printing, if approved by the Joint Committee on Printing.* (P. L. 156 approved July 5, 1949.)



# DEFINITION OF PRINTING

## FROM J.C.P. REGULATIONS

PRINTING.—The term “printing” as used in these regulations shall be construed to include all common processes of reproduction such as relief, intaglio, or planographic, and binding operations required to complete manufacture, but *will not include* office-type duplicating machines which —

a. Utilize stencils, masters, or direct-image plates prepared by typewriter or other office device capable of typing or producing typing.

b. Produce no more copies of any one document than can be obtained from any one stencil, master, or direct-image plate, or any one set of same at one or more than one successive machine runs.

c. Require no binding or finishing operations in connection with the product thereof other than those which can be performed with office-type folding machines capable of handling sheets not larger than 14x20 inches or strictly office-type collating, stapling, or punching machines.

*(Installations requiring power-operated cutting machines in connection with printing or reproduction equipment are considered by the committee to be printing plants.)*

# GUIDES TO WHAT IS PRINTING

Operation and product of multigraph machines; i. e., machines using metal drum plates with movable type.

Operation and product of multilith machines over 14" x 20" in size, or smaller multiliths using photographically-made plates, for a majority of their production.

Reproduction on any duplicating machine of more copies than *can* be produced from original stencils, masters, or direct image plates.

Assembly, stitching, stapling, or folding on plant-type or non-portable machine such as to constitute binding or finishing operations to make complete copies of duplicated materials.



# GUIDES TO

## WHAT IS NOT PRINTING

Operation or product of "office-type" duplicating machines; i. e., mimeograph, ditto, speed-o-print, etc., to produce up to the maximum number that original stencils or masters can produce.

Operation or product of small (no greater than 14" x 20") multilith machines using directly typed plates to make no more copies than can be produced from original plates.

Occasional or intermittent use of photomechanical plates on 14" x 20" or smaller multiliths.

Photographic reproduction if not operated in conjunction with duplicating machines using photographically made plates.

Operation of office-type assembling, stapling or folding machines.

# TWO KINDS OF PRINTING

## *Departmental Printing*

A. In or through GPO or on waiver by GPO

## *Field Printing*

A. Contract field printing

- a.* On bids by commercial printer in field
- b.* Printing from another Department on reimbursement

B. Printing by this Department as authorized by J.C.P. in field plants classed as:

- a.* Class A
- b.* Class B

## **J.C.P. APPROVAL ON PRINTING EQUIPMENT**

Approval necessary in advance of purchase or transfer from another agency.

Agency prepares request for approval.

Clearance through Office of Information and Secretary.

Advance approval necessary on disposal or trade-in.

Purchase, transfer, disposal, refers to printing equipment and equipment to be used, or used in part, for printing.

# GUIDES TO WHAT IS PRINTING EQUIPMENT

*a.* Generally accepted printing equipment such as linotype, presses using movable type, printing type, large offset machines, and related or auxiliary equipment, installed or used anywhere in Department.

*b.* Multigraph using movable type and auxiliaries installed or used anywhere in Department.

*c.* Multiliths, or multigraph multiliths using over 14" x 20" sized sheets or roll sizes.

*d.* Multiliths, using photomechanical plates for a majority of production, power operated assembling, stapling, or binding equipment installed in Class A or B plants.

*e.* Varitypes in plants.

*f.* Photo equipment used in printing process, or listed in original inventory of plant.

*g.* Rubber stamp or plate manufacturing equipment.

*h.* Copy preparing typing machines when procured or used for major purpose of producing copy for photo-mechanical offset reproduction.



# **FIELD PLANT CONTROLS**

Justification, January 1949.

Limitation to production level shown in justification and original inventory, except as purchases or transfers authorized by J.C.P.

Imprint on work in plants.

Semi-annual reports to J.C.P. through Secretary on operations, and equipment and plates procured.

Annual inventory to J.C.P. through Secretary.

# FIELD PLANT QUARTERLY OPERATIONS REPORT

*J.C.P. Form 3 front (sample)*

JCP Form No. 3  
(July 1, 1948)

Executive Department .....

## CLASS "A" PLANT REPORT

[To be transmitted to the Joint Committee on Printing through the head of the Department in Washington]

Summary report on printing, binding, and blank-book work done during the three months ended .....

by the class "A" field plant of the ..... at .....  
(Name of field service) (Location of plant)

JCP Authorization No. ....

### COST INFORMATION

#### INDIRECT

Total inventory value of equipment ..... \$ ..... x x x x x x x x x x  
Depreciation (3% of above figure) .....  
Amount spent for repairs and maintenance .....  
Allowance for space occupied (whether Government-owned or rented), utilities, etc., (\$0.375 per square  
foot of total space occupied) .....

#### ADMINISTRATIVE

Total salaries of administrative and supervisory personnel (including annual and sick leave) .....

#### DIRECT

Total salaries of all personnel other than administrative and supervisory engaged in the operation of  
plant (including annual and sick leave) .....  
Cost of paper, chemicals, negatives, plates, etc., used by plant .....  
TOTAL COST OF OPERATION .....

### PRODUCTION INFORMATION

Kind and Size of Units	Units Produced
Mimeograph (up to 8½ x 14) .....	
Ditto (8½ x 11) .....	
Direct-image offset (8½ x 11) .....	
Offset, other than direct-image (8½ x 11) .....	
Ozolid (8½ x 11) .....	
Photostat (9 x 12) .....	
B/W (8½ x 11) .....	
Blueprint (9 x 12) .....	
Microfilm developed (feet) .....	
Microfilm printed (feet) .....	
Stencils cut (pages) .....	
Pages typed for photo mechanical reproduction (8½ x 11) .....	
Photographic negatives (8½ x 11) .....	
Photographic prints (8½ x 11) .....	
Other (specify) .....	
.....	
.....	
.....	

(OVER)

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*J.C.P. Form 3 back (sample)*

Title	Number of Pages	Quantity Printed	Size	How Produced (M—Mimeo; O—Offset)

.....  
(Person in charge of plant)

# WASHINGTON PLANT REPORTING

Report prepared by P&O on J.C.P.  
Form 3.

Contents cumulative responsibility of  
Department agency.

Emphasizes necessity to consider re-  
production work on basis of low  
cost considering:

- Time requirements

- Mechanical limitations

  - of different machines

- Number of copies needed

- Necessity of illustration

- Estimated need for reprints

- Preliminary or final copy

- Distribution plan

- Distribution policy

**PRINTING FUNCTIONS  
TRANSFERRED  
TO AGENCIES FROM  
OFFICE OF INFORMATION**

Tabulating and reporting agency  
printing obligations.

Payment of agency printing bills.

Procurement of published reprints.

# PRINTING FUNCTIONS OF OFFICE OF INFORMATION

## *Continued*

Interpreting and administering printing controls.

Liaison with GPO, requisitions to, and waiver from, GPO

Review of all printing orders.

Estimating cost of printing jobs.

Receipt and transmission of estimates and bills to designated agency offices.

Follow-up to get printing and delivery on time.

Determinations on paper, layout, format, printing process, etc., for economy and speed.

Controlling periodical obligations.

Liaison with J.C.P. and receipt and review of reports to J.C.P. on field printing and plants.

# THE AGENCY PRINTING JOB

Get the maximum for its  
printing and duplicating dollar

Get printing or duplicating for  
a program need at lowest cost in  
time for use

Plan ahead to get low  
cost printing in time for use

Comply with printing laws  
and regulations



# AGENCY PROBLEMS

*a.* Is your agency prepared to take over accounting, and reasonably prompt billing on printing orders?

*b.* Do you plan to reexamine old printing and reproduction practices to determine whether you are using the most economical methods?

*c.* Will you need to plan a continuous review and control mechanism for printing and duplicating?

*d.* How will you analyze agency operations to arrive at a decision to operate a centralized or decentralized control?









